

**113. Agency Obligations**

An accredited agency must provide the Board with the following:

- a. At least 60 days prior to the effective date, a written summary of proposed changes in an accredited agency's standards for certification.
- b. An updated lawyer application and such other information as the Board may require.
- c. Within 30 days of certifying lawyers, a roster listing the certified lawyers' names, Minnesota license numbers, home and work addresses, and other states where licensed; this document must be verified by the director of the accredited agency, and accompanied by the initial fee.
- d. Within 30 days of denying or revoking a lawyer's certification, the name, Minnesota license number, work address, and reason for denial or revocation.
- e. By January 20 of each year, an annual statistical and summary report showing the progress of its certification program.
- f. By January 20 of each year, or at such time as is mutually agreed, submit payment of annual attorneys' fees as defined in Rule 111.